

Town Manager's Report

Tuesday, October 9, 2012

To: Board of Selectmen
From: Christopher Whelan, Town Manager

Following are some of the matters reported on this week by various Town Departments:

FINANCE

Town Clerk's Office

The Town Clerk's Office is in the process of preparing for the federal, state, and local election that will be held on **November 6**. In anticipation of the large voter turnout (we expect more than 90% of registered voters will cast ballots), the Town Clerk's Office, in conjunction with the Board of Registrars, is taking a number of steps to assure a smooth and accurate Election in Concord. The following provides some important information about the upcoming election:

Voter Registration

- The last day to register to vote or change your voting address for the November 6th Election is **Wednesday, October 17**. The Town Clerk's Office is open Mondays through Fridays, 8:30 am to 4:30 pm, and will remain open until 8:00 pm on Wednesday, October 17.
- A total of 386 new voter registrations have been processed since the September 6 State Primary.
- Concord has a new all-time high voter registration of 12,871 – that's 782 more than were registered for the Special State Election in January 2010.

Absentee Ballots

- Absentee ballots are now available in the Town Clerk's Office for those voters who will be away from Concord on Election Day, or are otherwise unable to get to the polls during polling hours (7:00 am to 8:00 pm). Absentee voting may be done in person at the Town Clerk's Office during office hours until Noon on Monday, November 5 (and until 8:00 pm on October 17), or voters may request in writing that a ballot be mailed. Please allow ample time for mailing. Requests may be made on behalf of a family or household member.
- The Town Clerk's Office has already distributed 654 absentee ballots, including more than 100 which were sent to overseas voters (most of these were sent electronically). These numbers are expected to rise considerably in the next three weeks.

Voter Outreach

- Postcards will be mailed out this week from the Town Clerk to all Concord households as a reminder to check the Town Clerk's Web Page (www.concordma.gov – click "Elections & Voting") for the latest information about voter registration, absentee ballots, sample ballot, ballot questions, polling location, and overseas voting. Anyone who has moved or has not yet returned the 2012 Town Census is urged to either verify or correct their voting status with the Town Clerk's Office as soon as possible to avoid complications on Election Day.
- A second smaller postcard is being mailed to the 20% of Concord households who were affected by the January 2012 redrawn precinct lines based upon the population shifts of the 2010 Federal Census. Although postcards were mailed to all affected voters last February, this additional mailing will be a reminder for those voters who have not yet voted in calendar year 2012.
- Monthly mailings have been sent to residents of Nathan Pratt Drive (Concord Mews) so that these new residents have an opportunity to file a Town Census form and to register to vote. To date, 143 new residents from this location have registered to vote. One more mailing will be done this week to voters who moved in since early September.
- Since 1998, the Town Clerk has been mailing birthday letters with voter registration forms to residents as they turn 18. This campaign continues to be successful, with over 73% of 18-21 year olds registered to vote in Concord.
- The League of Women Voters in Concord conducted voter registration drives at Back-to-School Nights and elsewhere during September.

Treasurer – Collectors Division

Second Quarter Property Tax Bills: Property tax bills for the second quarter of Fiscal Year 2013 have been mailed to Concord taxpayers. Second quarter payments are due in the Treasurer-Collector's Office at the Town House by 4:30 PM on Thursday, November 1, 2012. Tax bills for the first two quarters are preliminary and based on Fiscal Year 2012 taxes, with an adjustment for an increase. The increase calculated on the preliminary tax bill for Fiscal Year 2013 is 2.5%. Tax bills for the third and fourth quarters will show the balance of the actual Fiscal Year 2013 assessment.

Curbside Re-Subscription Bills: Curbside re-subscription bills have been mailed to current program participants. The six-month subscription fee that runs from November 1, 2012 through April 30, 2013 is \$100. In addition to the subscription fee, participants must either affix a six-month barrel sticker (\$39 per sticker) or weekly green tag (\$1.50 per tag) to the barrel or bag. Barrel stickers and green tags are available at vendors throughout town and at the Treasurer's Office in the Town House. For further information, please go to http://www.concordma.gov/Pages/ConcordMA_Recycle/index

Assessing Division

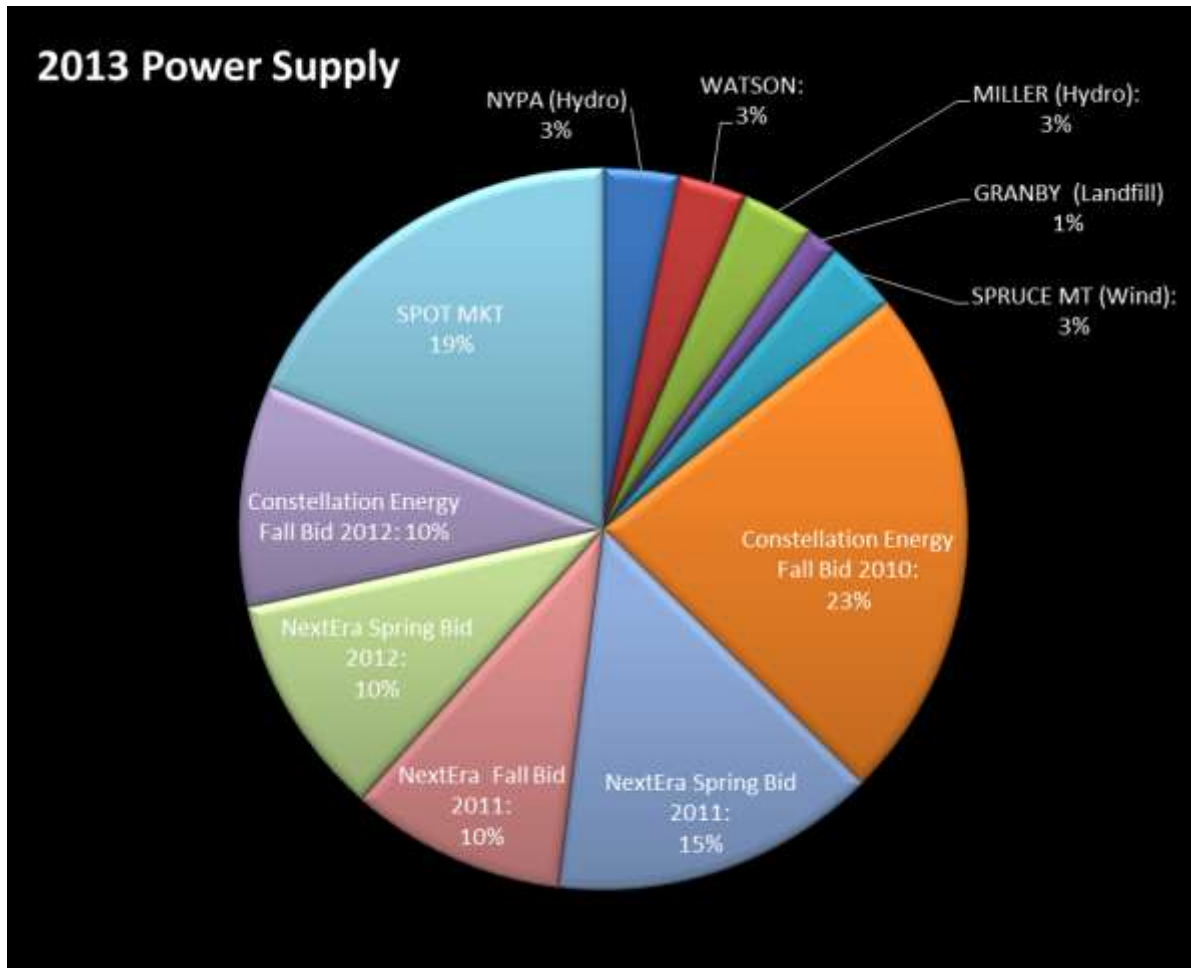
It is with pleasure and pride that the Finance Department announces that Carolyn Dee, the Senior Administrative Assistant in the Assessing Division, has been awarded the distinction of CLERK OF THE YEAR. The honor was given to Carolyn by the Massachusetts Association of Assessing Officers (MAAO) at their annual clerk's meeting held at the Princeton Station in Chelmsford, on September 20. The Lucille Bayes Clerk of the Year award is made to a clerk who has demonstrated outstanding customer service to the public and within the municipality. Carolyn has 25 years in the Town of Concord Assessing Division, and commitment to the assessing profession is also considered when choosing the recipient. Well done Carolyn, and congratulations.

Seen in the picture below are Carolyn Dee and Concord Town Assessor R. Lane Partridge. Lane, the incoming president of the MAAO, presented the award to Carolyn.



LIGHT DEPARTMENT

Power Supply: CMLP successfully completed an RFP with a purchase from Constellation Energy, which outbid NextEra and EDF with an average cost of \$49.58 for 10% of CMLP load for 2013, 2014, 2015 and 20% of the CMLP load for 2016 & 2017. The final prices were as expected and are significantly lower than 2012 power supply contracts. Constellation's price was aggressive in the end and provides excellent cost to Concord. Below is a look at the 2013 power supply portfolio.



PLANNING & LAND MANAGEMENT

Planning Division

Community Preservation Committee: The Community Preservation Committee held their first project review meeting last Monday night. Judi Lincicum of the Concord Housing Authority discussed their application for the Everett Garden Expansion Roof Replacement and Pat Nelson of the Concord Children’s Center discussed the proposed Phase II work on the Ripley Natural Playscape. The CPC also discussed continued funding of the Regional Housing Services Program. The Committee will next meet on Saturday, October 13, to conduct site visits to applicant properties and will continue its project reviews on Monday, October 15.

Historic Districts Commission: On Thursday, the HDC reviewed one continued and three new applications for proposed changes within the Historic Districts. The Commission approved new Certificates of Appropriateness at 18-26 Main Street - new storm windows; 200 Lexington Road – New side entrance door; and 480 Monument Street – New Post Light. An application for a paved labyrinth at First Parish Church was continued to the next meeting at the request of the Applicants and the application for 19 Main Street was continued because the applicants were not present for the discussion.

Planning Board: At last Tuesday's meeting, the Planning Board reviewed and voted to recommend approval to the Board of Appeals for a special permit to construct a two-car garage located within the Flood Plain Conservancy District at 68 and 7B Laurel Street, endorsed a plan showing a division of land as Approval Not Required at 1123 Monument Street, endorsed a Release of lots for 82 Autumn Lane, and reviewed a site compliance letter for the Dee property at 1135 Main Street. The Board also discussed a conceptual site plan prepared by Arista Development for the property at 1112 Main Street.

Parking Management Plan Public Meetings Scheduled for October: Two public meetings are scheduled for October 23 and 25 to discuss Concord Center (including the Thoreau Street Depot area and Emerson Playground) and West Concord Center (and include the Rideout Playground), respectively. The meetings will begin at 7:00 p.m. at 141 Keyes Road. The public is invited to attend one or both meetings. The Nelson-Nygaard consultant team will discuss the preliminary recommendations from the study, and share feedback gathered from the parking survey and open house held in May, and will present the data collected during the parking inventory and review. Residents' and business owners' participation is welcomed and encouraged

Natural Resources Division

Natural Resources Commission: At the October 3 meeting, the NRC heard the following matters: a Notice of Intent to reconstruct a boardwalk at Old Calf Pasture (an Eagle Scout Project); a Notice of Intent to reconstruct a garage at 63 Monument Street; a Notice of Intent to demolish and reconstruct a single family house at 30 Oak Street; and, a Notice of Intent to construct an addition and install an underground propane tank at 120 Channing Road. The Commission issued Orders of Condition for the boardwalk at Old Calf Pasture, the garage at 63 Monument Street, and a garage at 68 Laurel Street and constructing an addition at 262 Sandy Pond Road. The Commission also issued a Certificate of Compliance for the Finigan Way development off Strawberry Hill Road.

New applications received for the October 17 NRC agenda include: a Notice of Intent for 50 Beharrell Street and 13B Commonwealth Avenue to demolish the existing commercial building and construct a new mixed-use building with associated parking; a Notice of Intent for 1 Revolutionary Road to construct an addition; a Notice of Intent for 1409 Monument Street to construct an in-ground swimming pool; a Notice of Intent to remove 20 trees at 280 Great Meadows Road and replant with smaller species to reestablish the solar efficacy for the existing house; a Notice of Intent for 93 Pilgrim Road to demolish and reconstruct a single family house; a Notice of Intent for 10 Wood Street to construct a detached garage and driveway; and three Amendment Requests: to change the footprint of the proposed single family house and install a retaining wall Lot 2B Southfield Road; construct a retaining wall at 253 Sudbury Road; and invasive species control at 1861 Sudbury Road.

Building Inspection Division - Update on Construction Activity in Concord

Projects in process of review or soon to be submitted:

50 Beharrell Street & 13B Commonwealth Avenue: Oaktree Development, mixed use development.

TD Bank North/Arista Development @ 1112 Main Street & Baker Avenue, West Concord, Arista Development.

Lot 9B Monsen Road: Proposed 8-unit subdivision off of Monsen Road.

Middlesex School: Faculty housing off Lowell Road (5 new single family dwellings).

Elm Street 40-B: Local Initiate Project, "The Homes on Elm", ABODE, 8 units, duplexes attached by garage, 2 and 3 bedroom homes, 2 of the 8 units will be made available as affordable units.

Projects approved; about to begin construction or in construction:

Bradford Mills: Buildings renovation, accessibility improvements and site work.

Fenn School Library & Science Center: Renovation and replacement of Robb Hall with a new Library & Science Center; **\$5 Million.**

Welch's Corporate Offices, 300 Baker Avenue: 85,000 sq. ft. renovation project; **\$2.1 Million.**

300 Baker Avenue, Vanguard: 50,000 sq. ft. medical office building; **7.1 Million.**

Peter Bulkeley Building: Renovations at 115 Stow Street, Concord Housing Authority, 24 unit building; **\$5.2 Million.**

Louisa May Alcott Association: School of Philosophy building lifted.

Concord Carlisle High School: Construction of new high school building; **\$92.5 Million.**

113 Commonwealth Avenue: Tear down of existing building and build new retail building; Concord Outfitters.

Heritage Pool & Racquet Club: Major renovation to club house facilities; **1.2 Million.**

Nashawtuc Country Club: Expanding clubhouse and building two paddle tennis courts.

Construction projects just completed:

Concord Mews: Mill Creek Development, Alexan, Nathan Pratt Drive, Long View Meadow, 350 unit rental project, 40B project. Project is 2/3rds completed; **\$54 Million.**

Concord Academy Playing Field's: Project on the former Arena Farm land; **\$3 Million.**

Health Division

Annual Barn Inspections: Health Inspector Gabrielle White, in her role as the Town's Animal Inspector, began MDAR-required annual barn inspections this week. Completing these inspections will require most of her staff time during the month of October.

Flu Clinics for Seniors and Town Employees: The Senior Flu Clinic has been scheduled for Friday, October 12 from 10 a.m. to noon at the Concord COA Harvey Wheeler Center. Immunizations for influenza and pneumonia will be available at no cost to seniors. There is no need to pre-register or sign up for this clinic. An Employee Flu Clinic is also scheduled for Tuesday October 30 from 11 a.m. to 1 p.m.